

## Professional Activities

The attainment of professional certifications within professional associations is recognized as a special achievement for the A&TWF. Membership and active involvement in professional associations offers unlimited opportunities for A&TWF professionals to freely exchange ideas with their industry counterparts and other DOD and civilian agencies. A&TWF members are strongly encouraged to develop professional liaisons with specialty organizations. Participation in professional activities may be used to accumulate CLPs toward fulfillment of the Continuous Learning Standard. You may acquire 10 CLPs in the year of certification.

Several organizations with which the acquisition community has enjoyed successful relationships are listed on the following pages. Membership and association fees are not reimbursable by the ASC.

## Project Management Institute

The Professional Development Program was developed to enhance the ongoing professional development of project management personnel, encourage and recognize individual learning opportunities and offer a standard and objective mechanism for attaining and recording professional development activities.

- REQUIREMENTS:**
- Project Management Professionals
  - Must attain no less than 60 Professional Development Units (PDU) within a three-year cycle (A PDU is the number of actual clock hours spent in direct participation in a structured educational format. One PDU is equivalent to one contact hour.)
  - Agree to continue to adhere to Project Management Institute's (PMI's) Code of Professional Conduct
  - Successful completion of the PMI Exam (cost: \$405 for members and \$555 for non-members)
  - Category I - bachelor's degree and 4,500 hours of project management time within three to six years
  - Category II - no degree and 7,500 hours of project management time within five to eight years

**ADDRESS/  
PHONE NUMBER:** Project Management Institute  
Four Campus Boulevard  
Newton Square, PA 19073-3299  
Phone: (610) 356-4600

**WHO MAY APPLY:** Project Management Professionals

**CERTIFICATION COST:** \$405 (PMI member rate)  
\$555 (Non-member rate)

**RETAIN CERTIFICATION:** Re-certify every three years

**FOR MORE INFORMATION:** Go to <http://www.pmi.org>

## Certified Professional Contracts Manager

The Certified Professional Contracts Manager (CPCM) program recognizes individuals who have attained a high level of education, experience and training in the contracts management profession. In order to qualify for the examination, certain requirements must be met.

- REQUIREMENTS:**
- A degree at a level above the bachelor's level
  - Five years of experience
  - Successful completion of the CFCM and CCCM designations of NCMA's certification program (includes federal knowledge, general knowledge and commercial knowledge modules).
  - Waivers of the educational requirement are available if a candidate has 10 or more years of experience, and a letter from a supervisor supporting the candidacy

**ADDRESS/**

**PHONE NUMBER:** National Contract Management Association (NCMA)  
(Before 3/15/03): 1912 Woodford Road  
Vienna, VA 22181  
(After 3/15/03): 8260 Greensboro Drive, Suite 200  
McLean, VA 22102  
Phone: (800) 344-8096, X437 or 421; (703) 448-9231, X437 or 421  
Fax: (703) 448-0939

**WHO MAY APPLY:** Professional contracts management personnel

**CERTIFICATION COSTS:** Application fee: \$150 (member); \$250 (non-member)  
Examination fee: \$95.00 per module  
During Beta testing phase **only** (early to mid 2003), application fee is waived and examination fee is \$100 per module

**RETAIN CERTIFICATION:** Recertify every 5 years (\$95.00)  
60 hours of continuing education every 5 years (10 hours must be within final 18 months of re-certification period)

**FOR MORE INFORMATION:** Go to <http://www.ncmahq.org>

## Certified Federal Contracts Manager

The Certified Federal Contracts Manager (CFCM) program recognizes individuals who have mastered the government contracting profession through a combination of formal education and training. To qualify for the examination, certain requirements must be met.

- REQUIREMENTS:**
- A degree (from a regionally accredited university or college) at the bachelor's level with at least 25 hours in business management topics
  - 120 hours of continuing education in contracts/business management
  - Two years of experience
  - Successful completion of the two modules of NCMA's certification program (federal knowledge and general knowledge)
  - Waivers of the educational requirement are available if a candidate has 10 or more years of experience, and a letter from a supervisor supporting the candidacy

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 (Before 3/15/03): 1912 Woodford Road  
 Vienna, VA 22181  
 (After 3/15/03) 8260 Greensboro Drive, Suite 200  
 McLean, VA 22102  
 Phone: (800) 344-8096, X437 or 421; (703) 448-9231, X437 or 421  
 Fax: (703) 448-0939

**WHO MAY APPLY:** Professional federal contracts management personnel

**CERTIFICATION COSTS:** Application fee: \$150 (member); \$250 (non-member)  
 Examination fee: \$95.00 per module  
 During Beta testing phase **only** (early to mid 2003), application fee is waived and examination fee is \$100 per module

**RETAIN CERTIFICATION:** Recertify every 5 years (\$95.00)  
 60 hours of continuing education every 5 years (10 hours must be within final 18 months of re-certification period)

**FOR MORE INFORMATION:** Go to <http://www.ncmahq.org>

## Certified Commercial Contracts Manager

The Certified Commercial Contracts Manager (CFCM) program recognizes individuals who have mastered the commercial contracting profession through a combination of formal education and training. To qualify for the examination, certain requirements must be met.

- REQUIREMENTS:**
- A degree (from a regionally accredited university or college) at the bachelor's level with at least 25 hours in business management topics
  - 120 hours of continuing education in contracts/business management
  - Two years of experience
  - Successful completion of the two modules of NCMA's certification program (commercial knowledge and general knowledge)
  - Waivers of the educational requirement are available if a candidate has 10 or more years of experience, and a letter from a supervisor supporting the candidacy

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**PHONE NUMBER:** National Contract Management Association (NCMA)  
(Before 3/15/03): 1912 Woodford Road  
Vienna, VA 22181  
(After 3/15/03) 8260 Greensboro Drive, Suite 200  
McLean, VA 22102  
Phone: (800) 344-8096, X437 or 421; (703) 448-9231, X437 or 421  
Fax: (703) 448-0939

**WHO MAY APPLY:** Professional contracts management personnel

**CERTIFICATION COSTS:** Application fee: \$150 (member), \$250 (non-member)  
Examination fee: \$95.00 per module  
During Beta testing phase **only** (early to mid 2003), application fee is waived and examination fee is \$100 per module

**RETAIN CERTIFICATION:** Recertify every 5 years (\$95.00)  
60 hours of continuing education every 5 years (10 hours must be within final 18 months of re-certification period)

**FOR MORE INFORMATION:** Go to [www.ncmahq.org](http://www.ncmahq.org)

## Certified Management Accountant

The Certified Management Accountant (CMA) designation for management accounting and finance professionals offers an opportunity for advancement and is globally recognized. The goal of the CMA program is to foster the development of management accountants and financial managers who have a strong technical background in accounting finance, who can anticipate the needs of their organization and participate in the decision-making process as an integral member of the management teams.

- REQUIREMENTS:**
- 120 semester hours (generally a bachelor's degree)
  - File an application for admission with the Institute of Certified Management Accountants (ICMA)
  - Be a member of the Institute of Management Accountants (IMA)
  - Pass all four parts of the CMA exam within a three-year period
  - Satisfy the experience requirement (varies with state)
  - Comply with the Standards of Ethical Conduct for Management Accountants

**ADDRESS/  
PHONE NUMBER:** Institute of Management Accountants  
10 Paragon Drive  
Montvale, NJ 07645-1759  
Phone: (800) 638-4427

**WHO MAY APPLY:** Professional financial management professionals

**CERTIFICATION COST:** \$115 per exam part (four parts)

- RETAIN CERTIFICATION:**
- Satisfy the continuing education requirements (varies depending on state)
  - Comply with the Standards of Ethical Conduct for Management Accountants

**FOR MORE INFORMATION:** Go to <http://www.imanet.org>

## Certified Public Accountant

The American Institute of Certified Public Accountants is the national professional organization for all Certified Public Accountants. Its mission is to provide the members with the resources, information and leadership that enable them to provide valuable services in the highest professional manner to benefit the public as well as employees and clients.

- REQUIREMENTS:**
- Education—150 semester hours
  - Pass all four parts of the CPA exam within three years
  - Two to three years experience required before certification is issued
  - Two years if the exam was taken and a bachelor's degree in accounting obtained
  - Three years if the exam was taken and a bachelor's degree NOT in accounting was obtained

**ADDRESS/  
PHONE NUMBER:** American Institute of Certified Public Accountants (AICPA)  
Harborside Financial Center  
201 Plaza III  
Jersey City, NJ 07311  
Phone: (888) 777-7077

**WHO MAY APPLY:** Professional financial management personnel

**CERTIFICATION COST:** \$120

**RETAIN CERTIFICATION:** Continuing Professional Education (depends on state board)

**FOR MORE INFORMATION:** Go to <http://www.aicpa.org>

## Certified Internal Auditor

The Institute of Internal Auditors' mission is to be the primary international professional association, organized on a worldwide basis, dedicated to the promotion and development of the practice of internal auditing.

- REQUIREMENTS:**
- Education: bachelor's degree or equivalent
  - 24 months of internal auditing (or equivalent)
  - Master's degree can be substituted for one-year work experience
  - Pass all four parts of the Certified Internal Auditor (CIA) exam
  - Submit a character reference

**ADDRESS/  
PHONE NUMBER:** Institute of Internal Auditors (IIA)  
247 Maitland Avenue  
Altamonte Springs, FL 32701-4201  
Phone: (407) 937-1100  
Fax: (407) 831-5171

**WHO MAY APPLY:** Professional financial management personnel

**CERTIFICATION COST:** \$60 registration; \$70 per part (four parts)

- RETAIN CERTIFICATION:**
- Continuing professional development (varies by state)
  - Comply with the IIA Code of Ethics

**FOR MORE INFORMATION:** Go to <http://www.theiia.org>



## Certified Government Financial Manager

The Association of Government Accountants (AGA) is an international organization that serves government officials and the public through its constant efforts to ensure full and fair accountability for all public monies. The Association serves its members by providing education, encouraging professional development, influencing governmental financial management policies and practices and serving as an advocate for the profession.

- REQUIREMENTS:**
- Education: bachelor's degree and 24 credit hours in accounting, auditing, budget, economics, etc.
  - Two years of experience in financial management
  - Pass the government financial management proficiency exam
  - Adhere to the AGA Code of Ethics

**ADDRESS/  
PHONE NUMBER:** Association of Government Accountants (AGA)  
2208 Mt. Vernon Avenue  
Alexandria, VA 22301-1314  
Phone: (800) 242-7211

**WHO MAY APPLY:** Professional financial management personnel

**CERTIFICATION COST:** \$75 application fee; \$109 per exam

- RETAIN CERTIFICATION:**
- Apply for renewal every two years
  - Complete at least 80 hours of continuing professional education every two years
  - Adhere to AGA Code of Ethics

**FOR MORE INFORMATION:** Go to <http://www.agacgfm.org>

**National Contract Management Association (NCMA)**

NCMA is an individual-membership, professional society whose elected leadership is composed of volunteer members who are elected officers.

**REQUIREMENTS:** N/A

**ADDRESS/**

**PHONE NUMBER:** National Contract Management Association  
1912 Woodford Road  
Vienna, Virginia 22182  
Phone: 800-344-8096

**WHO MAY APPLY:** Professionals in Contracting or Business Management

<b>MEMBERSHIP DUES:</b>	New member/1 year	\$120
	New member/3 years	\$320
	Renewal member/1 year	\$100
	Renewal member/3 years	\$300
	Associate member/1 year	\$ 45
	Retired member/1 year	\$ 40

**RETAIN CERTIFICATION:** N/A

**FOR MORE INFORMATION:** Go to <http://www.ncmahq.org>

## Financial Planning Association

*(Formerly known as Certified Financial Planners (CFPs))*

The International Association for Financial Planning and the Institute of Certified Financial Planners (ICFP) have unified into the new Financial Planning Association (FPA), which is representing Certified Financial Planner professionals. It promotes the advancement of knowledge in financial planning, supporting programs that enable CFP members to better serve their clients and ensures integrity and professionalism of Institute members through endorsement of the CFP Board's rigorous Code of Ethics and Professional Responsibility.

- REQUIREMENTS:**
- Education: complete the financial planning curriculum
  - Pass all three parts of the CPF examination
  - Three to five years experience in financial planning before or after successful completion of examination
  - Adhere to CFP Code of Ethics

**ADDRESS/**

**PHONE NUMBER:** Institute of Certified Financial Planners  
3801 East Florida Avenue, Suite 708  
Denver, CO 80210  
Phone: 800-322-4237

**WHO MAY APPLY:** Professional financial management personnel

**CERTIFICATION COST:** \$450

- RETAIN CERTIFICATION:**
- License renewal every two years
  - Adhere to CFP Code of Ethics and professional responsibility
  - Continuing education requirements of 30 hours every two years

**FOR MORE INFORMATION:** Go to <http://www.fpanet.org>

## Women in Defense, A National Security Organization

Women in Defense (WID), a National Security Organization affiliated with the National Defense Industrial Association (NDIA), provides its members with opportunities for professional development and networking, cultivating the advancement of women leaders in government and industry professions.

**REQUIREMENTS:** None

**ADDRESS/**

**PHONE NUMBER:** Women in Defense, A National Security Organization  
2111 Wilson Boulevard, #400  
Arlington, Virginia 22201-3061  
Phone: (703) 247-2552; (703) 522-1885

**WHO MAY APPLY:** Membership in WID is open to all professional women and men whose primary professional activities are related to national defense or any aspect of national security.

**MEMBERSHIP DUES:** Annual dues are \$35

**RETAIN CERTIFICATION:** N/A

**FOR MORE INFORMATION:** Go to <http://wid.ndia.org>